



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT



WORKFORCE DEVELOPMENT BUREAU

3447 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807 • (562) 570-3654 • FAX (562) 570-3657 • TTY (562) 570-3760

Date: April 17, 2007

To: City of Long Beach Workforce Development Bureau Staff
One-Stop Career Center Partners
WIA Sub-recipients

From: Bryan S. Rogers, Manager
Workforce Development Bureau

A handwritten signature in blue ink, appearing to read "Bryan S. Rogers".

**Subject: INFORMATION BULLETIN: 34
SMALL GRASSROOTS ORGANIZATIONS CONNECTING WITH THE
ONE-STOP DELIVERY SYSTEM**

EFFECTIVE DATE

This Bulletin is effective upon date of issue.

PURPOSE

The purpose of this Bulletin is to provide information on the Department of Labor (DOL) solicitation for applications to award grants to eligible "grassroots" organizations with the ability to connect to the local One-Stop delivery system and identify the process for obtaining the required letter of intent.

BACKGROUND FROM DOL SOLICITATION

Selected grantees will be expected to:

A) Help unemployed or underemployed individuals with barriers to employment by:

- (1) Providing services that complement and support those offered by the One-Stop Career Center such as pre- and post-job placement mentoring, intensive case management, job retention support, life skills training, and employability skills training;
- (2) Connecting individuals with the existing training, apprenticeship and job opportunities of the One-Stop Career Center or other local affiliates of DOL's national business partners; and
- (3) Providing post-job placement services to increase job retention.

Populations served can include but are not limited to ex-offenders, immigrants, limited English-speakers, veterans, victims of violent crime, single working mothers, homeless persons, individuals living in specific low-income areas, and individuals with disabilities.

- B) Expand the access of faith-based and community-based organizations' clients and customers to the training, job and career services offered by the local One-Stop Career Centers;
- C) Leverage volunteer hours and in-kind donations to maximize DOL's investment in grants to grassroots Faith-Based and Community Organizations;
- D) Thoroughly document the impact and outcomes of these grant investments through quarterly and final reporting; and
- E) Establish methods and mechanisms to ensure sustainability of these partnerships and participation levels beyond the life of the grant.

ELIGIBLE APPLICANTS

Must be non-profit organizations which:

- Have an IRS 501(c)(3) status at the time of application submission;
- Have social services as a major part of their mission;
- Are headquartered in the local community to which they provide these services;
- Have a social services budget of \$500,000 or less.

GENERAL INFORMATION

- Applications are due to the U.S. DOL by May 8, 2007
- Grant amounts: range between \$50,000 - \$75,000
- Expected number of awards: 40
- Period of performance: 18 months from the date of execution by DOL (DOL expects to make announcements by June 30, 2007)
- Cost sharing or match requirements: not required, but applicants encouraged to leverage resources whenever possible
- Administrative cost limitation: 10 percent

DOL APPLICATION CONTENT

- Standard Forms: 424 (Application for Federal Assistance)
- 424A (Budget Information) and budget narrative
- Technical Proposal (limited to eight, double-spaced pages)
- Timeline outlining project activities
- *An agreement with or letter of intent from the Workforce Investment Board/One-Stop Operator that describes the One-Stop's firm commitment to entering a formal referral partnership with the applicant. This formal partnership should produce two-way client referrals from the One-Stop Center to the applicant and from the applicant to the One-Stop Center on which the applicant will be required to report.*

LETTERS OF INTENT

Organizations requesting a letter of intent from the Greater Long Beach Workforce Development Board/City of Long Beach Workforce Development Bureau should submit a draft letter of intent **and** a brief summary (150 word or less) no later than April 24, 2007. The summary should describe: the history of the organization in providing social services; confirmation of the organization's non-profit status; the target population to be served; a proposed plan to coordinate services with the existing job training and employment opportunities at the One-Stop Career Center to help the target population described above receive services, enter employment, be retained in employment and see wage increases; how the proposal addresses the objectives of the grant; and any proposed collaboration with the One-Stop System and/or other community partners.

Summaries should be mailed or faxed to:

K. C. Nash
Career Transition Center
3447 Atlantic Avenue
Long Beach, CA 90807
Fax: 562.570.3657

ADDITIONAL INFORMATION

The full announcement, including application submission and content requirements, may be accessed at: <http://www.doleta.gov/sga/sga.cfm>